

Introduction

OFFICE OF THE SUPERVISOR OF ELECTIONS

The right to vote is the corner stone of the democratic process. Voting is one of our most significant and cherished privileges. The Constitution and the laws of both the United States and the Virgin Islands guarantee and protect the right to vote.

As Election Officers you are responsible for ensuring that the election process is implemented in a fair and impartial manner, in accordance with the law of the Virgin Islands.

This handbook has been prepared by the Office of the Supervisor of Elections to assist election officers in the administration of their duties. Please read this handbook carefully. If you are unsure of any of the procedures described in the handbook, please call my offices at (809) 773-1021 or (809) 774-3107. A member of my staff will gladly assist in answering any questions you have.

On behalf of the people of the Virgin Islands, I would like to express my sincere gratitude to all Election Officers for their dedication, hard work, patience and perseverance you exhibit in this important role.

Respectfully,

John Abramson, Jr.

Supervisor of Elections

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Duties and Responsibilities of Election Officials

Selection:

There will be five (5) election officers at each polling place that is: one (1) Judge of Elections; one (1) Inspectors of Elections, one (1) monitor and two (2) Clerks of Elections. Each election

officer has certain duties and /or functions jointly or separately to perform throughout the elections. Election officers are required to be qualified registered electors in the election district in which they are appointed and shall not be a candidate for office at the election at which they are appointed to work. All trained and confirmed substitute election officials will be on call until 12:00 noon on Election Day. Any substitute election official dispatched to a polling place should be considered a commissioned election official and will serve as in place of the regular election official.

Vacancy:

If an emergency arises which will prevent an election official from serving on Election Day, the official must notify the Office of the Supervisor at (809) 773-1021 or 774-3107 as soon as possible.

If there is a vacancy on Election Day, the vacancy may be filled by any registered voter who lives in the district and is of the same political party as the absent election official.

A substitute election official may be sworn in after 6:30 a.m. If an appointed official arrives, the substitute must stop working as an election official and the commissioned official must begin. Both the regular and the substitute official will get paid for the day, after signing the payment voucher.

Substitute Election Officials:

If a substitute election official cannot be sworn in from the registered voters of the district and there are fewer than five (5) officials present, contact the Office of the Supervisor at (809) 773-1021 to see whether a substitute officials are available.

Responsibilities of Judge:

A. Proper Conduct of the Election and Control of the Polling Place

Judges have the legal duty and responsibility to conduct the election according to the laws of the Virgin Islands and the procedures in this handbook. The Judge of Elections will be in charge and will make the assignments of the other officers.

Responsibilities of Inspector:

A. The Inspector is the custodian of the District Register and makes the entries therein. The entries consist of writing the elector's number in order of admission to vote and the signing of the name or initials of the Inspector in the proper place on the back of the registration

card.

Responsibilities of Voting Machine Monitors:

A. The voting machine Monitor will be responsible for assisting electors' with instruction on the

operation of the voting machines. The Monitor will activate and reset each voting machine

after each use.

Responsibilities of the Clerk:

A. The Clerk of Elections "A" will make the entry on the "List of Voters to Whom Ballots were

Delivered "and is responsible to give the Inspector of Elections, the "running number" also

known as the "number in order of admission." Each elector is required to sign or make his

or her mark in the journal for the purpose of comparing his or her signature or mark

appearing on the registration card in the district register. The Clerk is also responsible for

delivery of color coded cards to each elector voting in the primary election. Democrats will receive BLUE cards, Republicans WHITE cards, and members of the Independent Citizens Movement (ICM) YELLOW cards.

B. The Clerk of Elections "B" will make entry on the "List of Voters Who Voted" at a specific

Polling Place and conduct exist canvass interviews.

Equal Authority of Election Officers:

All of the Election officers are equally responsible for the proper conduct of the Election at the Polling Place at which they are assigned.

The Oath of Office:

The law provides that all Election Officers are sworn by the Boards Members, before entering upon their duties at any election, they are to be duly sworn in the presence of each other and will forthwith sign the oath taken by them.

Hours Polls Open:

The polls open at 7:00 a.m. and close at 7:00 p.m. The polls are open continuously, without break or interruption in the balloting.

Election officials that leave the polling place before the election is over - a part of the oath states that the election official will "attend the election during the continuance thereof in the polling place for which (I) was appointed . . . " Please remain at the polling place until the polling place closes.

Electioneering, Smoking, and Alcoholic Beverage Prohibited:

There may be no electioneering within an area outside the polling place designated by the Chairman of the board of elections in the election district.

Smoking and alcoholic beverages are strictly prohibited in all polling place and public building.

II. Preparing the Polling Place

Checking Equipment 6:00 A.M. to 7:00 P.M.

Starting time for Election Officers:

The Election Officers must arrange to open the polling place at 6:00 A.M., an hour before voting begins. All Election Officers must arrive at the polling place no later than 6:15 on election morning to set up the polling place and check the supplies.

Poll watchers with proper credentials must be permitted in the polling place to observe as the Election Officers set up all material. NO ONE, INCLUDING ELECTION OFFICIALS, MAY VOTE BEFORE THE POLLS OPEN AT 7:00 A.M.!

Supplies forwarded to each polling place:

1. District Register (s)

2. Judge's Book (one)

3. Clerk's Book (two)

4. Voter's Certificate

5. Affidavits of Physical Disability

6. Challenged Affidavit

7. Vouchers

8. Instruction Booklet

9. Pads, a paper towel, toilet paper, cups

10. Extension cord & flashlight

11. Telephone (when necessary)

12. Voting Machine(s)

Posting all signs, sample ballots and cards of instruction:

1. Put "Polling Place Here" sign at the entrance in a conspicuous place. Include proper letters of

the alphabets if so broken down.

2. "No Smoking" sign (1)

3. "Electioneering Prohibited" sign (1)

4. "Cards of Instruction" (4) posted around the room.

5. "Sample Ballots" at least (5) of each party participating in a primary must be posted in and

around the room. NO SAMPLE BALLOTS ARE TO BE POSTED IN THE BOOTH.

6. "Spanish language voter information signs" (one of each of the above)

Poll watchers:

Poll watchers are allowed to be present in the polling place before the polls open, throughout the day and after the polls close. Watchers may keep a list of voters for use in connection with challenging of any person making application to vote. A watcher may be permanently ejected from the polling place or the polling grounds upon the determination by the judge of elections or, in his or her absence by both the election inspectors, that such watchers have violated any proscription under Title 18 or is otherwise disrupting the election procedure.

Poll watchers may stand or sit alongside the table where the signatures are compared in the binder, this includes standing behind the judge to observe the signature comparison. The poll watcher must be allowed to visually observe the signatures at the binder as they are compared. They may periodically inspect the voting stations when not in use by the voters to see that the ballots are in proper position and have not been marked upon or defaced. This should not interfere with the orderly voting process.

While the election officers are tabulating votes or removing cartridges the poll watcher has the right to be present to observe the procedures, including absentee ballots, and the canvassing of any write-in votes. Vote totals for candidates may be made available to poll watchers at the end of the election.

Law Enforcement Officers:

The Police Commissioner will provide police protection at each polling place for the duration of the primary and general election. Police officers are to escort the Judge with the cartage and the tape to the Election System's Headquarters.

Media:

Members of the news media on election day assignment are issued a special media credential that authorizes admission to the polling place to photograph (with proper permission from the district board chairman). Media personnel may not, however, interview voters in the polling place or in any way interfere with the conduct of the election.

III. On Election Day

Remember . . .

Watch for . . .

1. You are an Election Official act OFFICIAL!

***Electioneering in the polling place.**

2. Be alert to the elderly and persons

***Intimidating or preventing a person**

with disabilities.

from lawfully voting.

3. If an elector appears to vote and election

***Attempts to vote more than once.**

officers are not sure of his/her identity, have the

elector complete a voter's certificate,

***Illegal voter assistance.**

DO NOT HARASS VOTERS!

***Tampering with the voting devices**

4. Voters are permitted to vote only at the polling

or ballot in the polling place.

place in which their registration cards are housed.

***Offering money or other**

compensation for a vote.

5. Call headquarters if a voter's card is not found.

No election officer will permit any elector or

person to vote, whose card is not found.

***Selling a vote for money or other**

compensation.

6. A voter may occupy a voting unit for no longer

than five (5) minutes.

***Illegal or fraudulent documents.**

7. Inspect voting units regularly to check for torn

or defaced ballots.

8. If there is ANYTHING that poses a question,

call HEADQUARTERS, we will provide necessary

assistance.

IV. Assembly and Utilization of the

Voting Machines

4. Follow instruction in the SHOUPTRONIC ELECTRONIC VOTING MACHINE

Election day Operating Booklet.

V. During Voting Hours

7:00 A.M. to 7:00 P.M.

- 1. Election laws of the Virgin Islands provide that polls in the Virgin Islands "will be open from 7:00 A.M. to 7:00 P.M." All persons entitled to vote who are present at the place where the election is being held at or before the time of closing the polls will be allowed to vote.**

2. The right to vote may only be exercised by personal attendance and no unregistered

voters will be allowed to vote at any primary or election, except by order of the district

court. All persons whose name appears in the district register of electors of the polling

districts will be permitted to vote, unless it is shown to the satisfaction of the election

officer that he or she no longer resides in the election district; but at a primary a person

shall be permitted to vote only on the ballot of the political party in which he or she is enrolled in the district.

3. Each elector desiring to vote will, when he or she enters the polling place where the primary or general election is being held, state his or her name and present the Certificate of Registration issued, to the election officers. If his or her registration card appears in the district register and, in the case of a primary, his or her party enrollment appears thereon, and the election officers are satisfied as to his or her identity and continued residence in the district, he or she will be admitted to vote.

You do NOT need a voter I.D. card. Do verify signatures for voters without pictures on

their registration cards.

4. Election officers shall require the elector to sign or make his or her mark on a voter's certificate for the purpose of comparing his signature thereon with his or her signature or

mark appearing on the district register and on the electors Certificate of Registration.

5. When an elector has been found qualified and admitted to vote, the election officer in charge

of the district register will write or stamp the date of the election or primary and the elector's number in order of admission to vote, and will sign his or her name or initials,

in the proper space on the registration card of such voter contained in the district register.

The elector's name shall be entered, with his/her running number, on the list of voters

voting at the primary or general election, this is to be kept by the clerk, and known as the

voting list.

6. The elector, after having been certified to vote and after having received upon his/her verbal instruction as to the manner of voting from an election official, shall retire to a voting booth and vote the ballot on the electronic voting machine by depressing the bottom or buttons opposite the party emblem or candidate of the elector's choice.

(b) He/she shall then leave the voting booth and immediately give his name to the

election officers, who shall enter his/her name on a list of voters who have voted.

© No elector shall remain in the voting booth for more than five minutes. If the elector requests a longer period of time, an election officer shall grant him a longer period of

the time, at his/her discretion, not to exceed five minutes. If the elector refuses to leave

voting booth after such additional time has been granted, the election officer shall

summon a police officer who shall remove the elector.

7. No other person shall be present with the elector in the voting booth, unless the voter is

unable to prepare his own ballot because of physical defect or disability or because of

illiteracy. If a voter is unable by reason of physical disability or inability to read the English

or Spanish language to mark his/her ballot or to mark same in an informed manner he/she

may, if he/she declares to the judge of the election, under oath, that he/she is so disabled or

unable to read, and the judge of the election is satisfied, from the contents of the voter's

registration card or other convincing proof, as to the truth of such declaration, has the assistance of a person of his/her own selection to mark his/her ballot or to read the ballot

for him/her. Such person so selected shall be sworn, may accompany the voter into the

voting booth, and shall either mark the ballot as directed by voter in the case of physical disability or read the ballot to the voter in the case of inability of the voter to read and shall thereafter give no information regarding the same. Such person so selected may assist only one voter in any primary or general election.

8. Any voter may be challenged by any qualified elector of the district and any watcher authorized to be present, and the election officers shall thereupon read to and administer to the person challenged an oath before they are permitted to vote. If the voter refuses to take the oath then his/her vote shall be rejected. The Judge is reminded that a notation concerning this transaction or proceeding must be recorded in the JUDGE'S BOOK. The

notation should include the name of the person who was challenged; the name of the

person that challenged the elector; the time the challenged was made and whether or not the

elector took the oath or refused to take the oath.

VI. After the Polls Close

Closing the Poll

*** At 6:30 PM, the Judge announces in a loud and clear voice that the poll will close in thirty**

minutes.

*** At 7:00 PM, the Judge announces that the polls are closed and shall secure the doors so that**

no more voters may enter the polling place.

*** Any voter who is in line at 7:00 pm, may remain in the polling place to vote. However, they**

must leave the polling place as soon as they have voted.

*** The Judge will call together all election officials and a minimum of three (3) poll watchers.**

*** Only authorized election officers, credentials poll watchers, Board members, and law**

enforcement personnel may remain in the polling place to observe the closing polls process.

*** The Judge and the group of election personnel walk from machine to machine as the**

Judge activates the "polls closed button" on each machine.

*** Cross check and verification of the numbers in the "To whom (entered) and Who voted (exit)**

journals.

*** Running numbers of voters in the "Who voted" (exit) journal is cross checked with the**

number of voters recorded on the machines.

*** The Judge removes the tape along with the cartridge from the machine. Each Election**

Officer signs off on the tape from each machine. "PLEASE SAFEGUARD THE TAPE

AND CARTRIDGE".

*** A "Statement of votes cast" is completed by the Judge and signed by the Judge and other**

Election Officers.

*** The Judge places the district registers and all unused forms in the bottom of the machine**

and the machine is sealed.

*** An Election Officer assigned by the Judge shall be responsible for making sure the**

voting machines are placed on the truck.

*** The Judges and Clerks books, statement of votes cast form, tapes, cartridge and all**

other completed forms are brought to the Election Systems office by the Judge

accompanied by a Police Officer.

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***Electioneering in the polling place.**

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***Intimidating or preventing a person**

with disabilities.

from lawfully voting.

3. If an elector appears to vote and election

***Attempts to vote more than once.**

officers are not sure of his/her identity, have the

elector complete a voter's certificate,

***Illegal voter assistance.**

DO NOT HARASS VOTERS!

***Tampering with the voting devices**

4. Voters are permitted to vote only at the polling

or ballot in the polling place.

place in which their registration cards are housed.

***Offering money or other**

compensation for a vote.

5. Call headquarters if a voter's card is not found.

No election officer will permit any elector or

person to vote, whose card is not found.

***Selling a vote for money or other**

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***Illegal or fraudulent documents.**

7. Inspect voting units regularly to check for torn

or defaced ballots.

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call HEADQUARTERS, we will provide necessary

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IV. Assembly and Utilization of the

Voting Machines

- 4. Follow instruction in the SHOUPTRONIC ELECTRONIC VOTING MACHINE**

Election day Operating Booklet.

V. During Voting Hours

7:00 A.M. to 7:00 P.M.

- 1. Election laws of the Virgin Islands provide that polls in the Virgin Islands "will be open from 7:00 A.M. to 7:00 P.M." All persons entitled to vote who are present at the place where the election is being held at or before the time of closing the polls will be allowed**

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You do NOT need a voter I.D. card. Do verify signatures for voters without pictures on their registration cards.

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in the proper space on the registration card of such voter contained in the district register.

The elector's name shall be entered, with his/her running number, on the list of voters

voting at the primary or general election, this is to be kept by the clerk, and known as the voting list.

6. The elector, after having been certified to vote and after having received upon his/her verbal instruction as to the manner of voting from an election official, shall retire to a voting booth and vote the ballot on the electronic voting machine by depressing the bottom or buttons opposite the party emblem or candidate of the elector's choice.

(b) He/she shall then leave the voting booth and immediately give his name to the

election officers, who shall enter his/her name on a list of voters who have voted.

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time, at his/her discretion, not to exceed five minutes. If the elector refuses to leave the

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unable to read, and the judge of the election is satisfied, from the contents of the voter's

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voting booth, and shall either mark the ballot as directed by voter in the case of physical

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one voter in any primary or general election.

8. Any voter may be challenged by any qualified elector of the district and any watcher

authorized to be present, and the election officers shall thereupon read to and administer

to the person challenged an oath before they are permitted to vote. If the voter refuses to

take the oath then his/her vote shall be rejected. The Judge is reminded that a notation

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notation should include the name of the person who was challenged; the name of the

person that challenged the elector; the time the challenged was made and whether or not the

elector took the oath or refused to take the oath.

VI. After the Polls Close

Closing the Poll

- * At 6:30 PM, the Judge announces in a loud and clear voice that the poll will close in thirty minutes.**

*** At 7:00 PM, the Judge announces that the polls are closed and shall secure the doors so that**

no more voters may enter the polling place.

*** Any voter who is in line at 7:00 pm, may remain in the polling place to vote. However, they**

must leave the polling place as soon as they have voted.

*** The Judge will call together all election officials and a minimum of three (3) poll watchers.**

*** Only authorized election officers, credentials poll watchers, Board members, and law**

enforcement personnel may remain in the polling place to observe the closing polls process.

*** The Judge and the group of election personnel walk from machine to machine as the**

Judge activates the "polls closed button" on each machine.

*** Cross check and verification of the numbers in the "To whom (entered) and Who voted (exit)**

journals.

*** Running numbers of voters in the "Who voted" (exit) journal is cross checked with the**

number of voters recorded on the machines.

*** The Judge removes the tape along with the cartridge from the machine. Each Election**

Officer signs off on the tape from each machine. "PLEASE SAFEGUARD THE TAPE

AND CARTRIDGE".

*** A "Statement of votes cast" is completed by the Judge and signed by the Judge and other**

Election Officers.

*** The Judge places the district registers and all unused forms in the bottom of the machine**

and the machine is sealed.

*** An Election Officer assigned by the Judge shall be responsible for making sure the**

voting machines are placed on the truck.

*** The Judges and Clerks books, statement of votes cast form, tapes, cartridge and all**

other completed forms are brought to the Election Systems office by the Judge

accompanied by a Police Officer.

